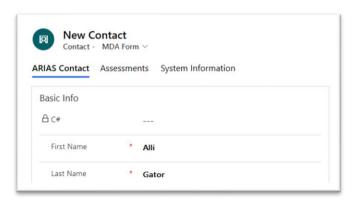
CCTO Micro-Training

Entering A Contact: 6 Steps



Fields with * are required to create your contact. Fields with + are required by the state to track data.

Click Scontacts at the left of the screen and then select select at the top.



#1: Basic Info

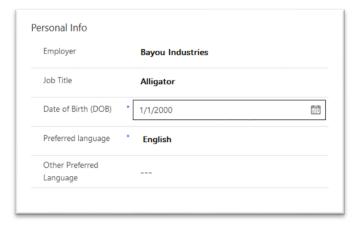
- First Name*
- Last Name*



#2: Source Case Information

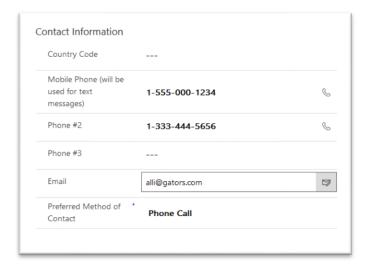
- NC-COVID Event ID+
- Last Date of Exposure+
- Ongoing Exposure

If you do not have an NC-COVID Event ID, include Source Patient Name and Birthdate.



#3: Personal Info

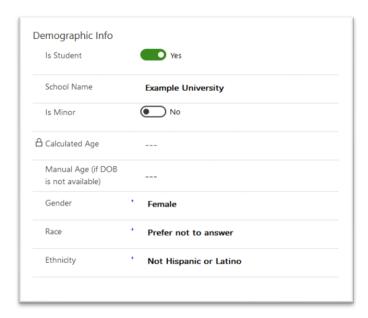
- Employer (if known)
- Date of Birth+
- Preferred Language+



#4: Contact Information

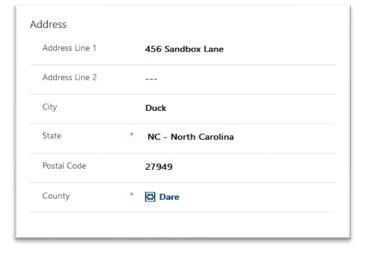
- Mobile Phone (no country code or dashes needed)
- Email
- Preferred Method of Contact+

If you set preferred method of contact to "Text Message" or "Email," a Mobile Phone or Email will become required.



#5: Demographic Information

- Is Student/School Name (if known)
- Manual Age (if no DOB)
- Gender+
- Race+
- Ethnicity+



#6: Address

- Address Line 1 (street address)
- City
- State*
- Postal Code
- County* (use county of case if not known)

Save your work save to finish. If needed, you can then use "Assign" at the top of the screen and single-click "Me" to input a "User or Team" and assign this contact to them. You're all done!